

Special District Annual Report (Per CRS 32-1-207(3)(c) and (d))  
(Sample Form)

**NAME OF DISTRICT,**  
**(County (ies)), Colorado**

**20 \_\_\_\_ ANNUAL REPORT**

For Activities Completed by December 31, 20 \_\_\_, And With Information About Prospective  
Years

- I. District Description - General Information
  - a. Board Members, officers' titles and terms
  - b. Changes in board membership in past year
  - c. Name, address for official contact for district
  - d. Elections held in the past year and their purpose
- II. Boundary changes for the report year and proposed changes for coming year
- III. List of IGAs (existing or proposed) and brief description of each detailing financial and service arrangement
  - a. Contracts for operations, debt, and other contractual obligations with sub-districts or operating and taxing sister districts.
  - b. Reimbursement agreements with developers and /or builders for advances to fund capital and admin/operational/maintenance costs of the districts.
- IV. Service Plan (if changed within the last year)
  - a. List and description of services authorized in service plan.
  - b. List and description of facilities authorized in service plan.
  - c. List and describe any extraterritorial services, facilities, and agreements.
- V. Development Progress (tracking progress)
  - a. List and describe completed projects within reporting period, indicate dates of completion, dates of operation.
  - b. List projects under construction with anticipated dates of completion/operation.
  - c. List completed commercial and industrial properties, indicate dates of completion, dates of operation.
  - d. List planned number of housing units by type, the number of commercial and industrial properties with respective square footage, if known, and anticipated dates of completion/operation.
  - e. List any enterprises created by and/or operated by or on behalf of the district, and summarize the purpose of each.

- VI. Financial Plan and Financial Activities
- a. Provide copy of audit or exemption from audit (reporting year).
  - b. Provide copy of budget (showing previous and budget year).
  - c. Show actual revenues and expenditures for the previous year. Specifically include developer advances, IGA revenues and property tax revenues. For the same period, show actual and projected mill levies by purpose (showing mill levies for each individual general obligation or contractual obligation).
  - d. Provide detailed information on each authorized but unissued debt obligation (include ballot issue letter designation and election date, amounts authorized and un-issued, purpose).
  - e. Provide detailed information on all other financial contractual obligations
    - i. Describe type of obligation, current year dollar amount and any changes in payment schedule, e.g., “balloon” payments.
    - ii. Report any inability of the District to pay current obligations (due within current budget year).
    - iii. Describe any notice of default of any District financial obligations.
  - f. Actual and Assessed Valuation History
    - i. Report annual actual and assessed valuation for current year and for each of seven years prior to current year.
    - ii. For each year, compare the certified assessed value with the Service Plan estimate for that year (if provided in Plan). If Service Plan estimates are not available, indicate the same and report certified value.
  - g. Mill Levy History and Information
    - i. Report annual mill levy for current year and for each of seven years prior to current year, broken out by purpose: general operations, debt by issue, contractual obligations, other (describe briefly).
    - ii. For each year, compare the actual mill levy with the Service Plan estimate for that year (if provided in Plan). If Service Plan estimates are not available, indicate the same and report actual mill levies.
    - iii. Indicate any change in mill levies from limited to unlimited rates.
  - h. Estimated Amount of Additional General Obligation Debt to be Issued by District between End of Current Year and 100% Build-Out. Do not include Refunding Bonds
    - i. Provide updated estimate based on current events.
    - ii. Compare debt issuance and currently outstanding debt to the maximum authorized debt level as stipulated in the service plan.

**Note:**

If requested pursuant to CRS 32-1-207(3)(c), the report must be filed with the board of county commissioners, any municipally in which the district is wholly or partially located, the division of local government and the state auditor. The report shall be deposited with the county clerk and recorder for public inspection and made available by the district to any interested party.

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